

District Allocation and Authorization Form for Foster & Adoptive Parents Training

Required for any reimbursement requests meeting the guidelines below

Program Administrator authorization is required for the following circumstance:

- ◆ FP training/workshop Registration Fees (fees will come out of District Allocations account)

Licensing Supervisor authorization is required for the following circumstances:

- ◆ Any total anticipated expenses exceeding \$100
- ◆ Child Care Reimbursement for **more than one** provider
- ◆ Lodging/Meals Expenses

FOSTER PARENT(S) INFORMATION

Name of Parent(s) Attending Training/Workshop

Social Security Number(s)

Address of Parent(s)

Telephone

Agency Affiliation, if any

TRAINING INFORMATION

Title of Training/Workshop

Date(s) of Training/Workshop

Training/Workshop Location

REGISTRATION FEES/ANTICIPATED EXPENSES (Use Anticipated Expenses Worksheet on back)

Registration Fees \$ _____

Mileage \$ _____

Child Care \$ _____

Lodging/Meals \$ _____

AUTHORIZATIONS

Caseworker/Regional Coordinator signature

Prog. Admin/Licensing or Adoption Supervisor signature

Caseworker/Regional Coordinator (print name)

Prog. Admin/Licensing or Ado. Supervisor (print name)

Date

Phone No.

Date

Phone No.

Return Completed Form to: AFFT In-Service, CWTI, 295 Water Street, Station 11, Augusta, ME 04330

Phone: (207) 626-5200 or Fax: (207) 626-5210

ANTICIPATED EXPENSES WORKSHEET

<p>O</p>	<p style="text-align: center;"><u>REGISTRATION FEES</u></p> <p>You <u>must</u> attach training/workshop brochure or flyer. ARE PARENTS REGISTERED?</p> <p style="text-align: right;"><input type="radio"/> YES <input type="radio"/> NO</p> <p>Note: If registration has already been paid, please attach receipt to expense voucher when submitting expenses for payment. Original receipts are required.</p> <p>_____ Registration Fee X Number Attending = Total Registration Costs</p>
<p>O</p>	<p style="text-align: center;"><u>MILEAGE EXPENSE</u></p> <p>Mileage for Foster Parents, and for Adoptive Parents receiving adoption assistance, will be reimbursed at the state rate (currently \$0.32/mi.) from residence to training and return. The mileage chart of DeLorme Maine Atlas and Gazetteer will be used to validate travel distances. Incidental travel charges, such as tolls and parking fees, are eligible for reimbursement; a receipt must accompany charges over \$3.00.</p> <p>_____ Total Miles X \$.32/mi = Total Mileage</p>
<p>O</p>	<p style="text-align: center;"><u>CHILDCARE EXPENSE</u></p> <p>Childcare is reimbursed in accordance with the DHSTI travel policy. Note all childcare expenses on the USM/CWTI travel voucher with original receipts attached. The maximum allowed is \$6.50/hour for all children in the home. Covered are all hours attending training, commuting to and from training. If training requires an overnight stay, the maximum reimbursement for overnight childcare is \$25/night. If more than one childcare provider is used, approval must be received by the caseworker assigned, <u>prior to the training event</u>. Private agencies are responsible to reimburse foster parents contracted through their agency.</p> <p>_____ Hours X Hourly Rate = Hourly Child Care</p> <p>_____ Overnights X \$25 per Night Maximum = Overnight Child Care</p> <p>_____ Total Hourly + Total Overnight = Child Care Expense</p>

O	<p style="text-align: center;"><u>LODGING/MEALS EXPENSE</u></p> <p>Foster Parents requesting lodging for attending a training event must first get approval from their caseworker. The caseworker will ensure all lodging/meal requests fall within guidelines set by the DHSTI travel policy. Once approved, the Foster Parent will make all reservations and will be reimbursed by CWTI via the travel voucher. <u>Original receipts are required.</u> Foster Parents should ask for the state rate when making reservations, and follow the maximum per diem rates for the geographical location of the area where the lodging is booked.</p> <p>Lodging costs are not reimbursable unless the following criteria are met:</p> <p style="padding-left: 40px;"><i>For Foster/ Adoptive Parents attending a training outside the DHS region of residence:</i></p> <p>A. Is the training program required to obtain or maintain licensing certification? <input type="radio"/> YES <input type="radio"/> NO</p> <p>B. Is the training program at least 75 miles from the foster parent's residence? <input type="radio"/> YES <input type="radio"/> NO</p> <p>C. Is this the only comparable training program available within 75 miles of the foster parent's residence in a time frame acceptable to the licensing process? <input type="radio"/> YES <input type="radio"/> NO</p> <p style="padding-left: 40px;"><i>For Foster/Adoptive Parents attending a training within the DHS district of residence:</i></p> <p>When attending a two-day program, where the training is more than 75 miles from the parent's residence, lodging costs for the evening <u>during</u> the training will be reimbursed.</p> <p>Maximum overnight rates for allowable lodging are: \$45/night/single or \$65/night/double.</p> <p>Meal costs are only reimbursable when there is an allowable overnight.</p> <p>Maximum rates for allowable meals are: \$4 for breakfast, \$6 for lunch, and \$12 for dinner (Receipts must be submitted for meal reimbursement).</p>
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